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17 JAN
1983

MEMORANDUM FOR: James N. Glerum
Director of Personnel

DCI/HS/JKMCDONALD:hj 13 Jan 83

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STAT

VIA: Thomas B. Cormack
Executive Secretary

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FROM: J. Kenneth McDonald
Chief, History Staff

SUBJECT: Request Approval for Renewal of Contract
Employment of Dr. J. Jack Smith, Annuitant,
to Work on Helms DCI History

1. Dr. R. Jack Smith served as Deputy Director for Intelligence and retired as a CIARDS annuitant on 31 December 1973. As an independent contractor in the period beginning 25 January 1982 he wrote three excellent draft chapters in the History Staff's study of Richard Helms's tenure as DCI.

2. To speed the completion of the Helms DCI study I would now like to employ Dr. Smith to write two additional draft chapters in that work. I would therefore like to request approval for the renewal of Dr. Smith's contract for a period of twelve months beginning 25 January 1983, with a total compensation of \$12,000.00 for writing these two chapters, to be paid in five equal monthly installments of \$2,400.00 each, beginning in March 1983.

3. I shall continue to consult with Dr. Smith on the scope and focus of his work as he proceeds, and I shall be responsible for deciding how the completed work will be edited and reviewed. I shall expect the Office of the DCI to continue to provide office space and secretarial support for Dr. Smith while he is doing this work.

(J. Kenneth McDonald

STAT

CONCUR:

Chairman, E Career Service

Date

APPROVED:

Director of Personnel

Date